

SUFFOLK COUNTY GOVERNMENT

OPPORTUNITIES IN

HUMAN AND HEALTH SERVICES

If you are looking for a challenging position with a diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. If you would like to use your abilities and get involved with the important work of providing service for the expanding Suffolk community, County Civil Service may be for you.

Listed on the following pages are County job titles related to the field of Human and Health Services. A brief description of duties and requirements is included so that you can apply for positions for which you are best suited. Application procedures are included at the end of the booklet for your information. Suffolk County residency is not required for taking examinations; however, preference will be given to County residents upon appointment and those hired are required to live in Suffolk County.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

MINORITIES, WOMEN, VETERANS AND

DISABLED PERSONS ARE ENCOURAGED TO APPLY.

COMMUNITY SERVICES

COMMUNITY ORGANIZATION SPECIALIST

Performs administrative work in the development of community organization programs. Establishes and maintains contact with public and private agencies in order to coordinate efforts in bringing them together for total community involvement. Offers technical and professional advice concerning community needs and how these needs can be met.

MINIMUM QUALIFICATIONS: Bachelor's Degree and five years experience in community organization, social welfare, health, education or Public Administration.

SALARY GRADE: 25

***COMMUNITY SERVICE AIDE**

Participates in a community service program providing effective services and assistance to community residents. Advises project area residents of employment opportunities, health services and counseling services that are available to the local community.

MINIMUM QUALIFICATIONS: None. May be required to possess a New York State driver's license.

SALARY GRADE: 5

COMMUNITY SERVICE WORKER

Performs sub-professional duties assisting social and community workers in the implementation and delivery of agency programs and services. Provides information to individuals or groups concerning public/private agencies, assists applicants in filling out forms for services, and makes routine field visits to gather information on applicant eligibility.

MINIMUM QUALIFICATIONS: High school and one year experience in a position involving substantial client contact in a public or private service agency.

NECESSARY SPECIAL REQUIREMENT: Must possess a valid New York State driver's license.

SALARY GRADE: 12

COMMUNITY SERVICE WORKER (SPANISH SPEAKING)

Performs sub-professional, supportive duties necessary for the delivery of social or community services.

MINIMUM QUALIFICATIONS: High school diploma and one year experience in a position involving substantial client contact in a public or private service agency. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Must possess a valid New York State driver's license.

SALARY GRADE: 12

****NEIGHBORHOOD AIDE**

Assists in providing services and information to a specific group of people. Involves considerable contact with recipients of services.

MINIMUM QUALIFICATIONS: High school diploma and one year experience in community or social service work or a combination of relevant education and experience.

NECESSARY SPECIAL REQUIREMENT: Depending upon assignment may require possession of a valid New York State driver's license.

SALARY GRADE: 13

Asterisk items - See bottom of page 13

COUNSELING SERVICES

AIDS COUNSELOR I

Interviews individuals with communicable diseases to determine contacts and advise of required medical treatments. Conducts investigations to locate contacts, counsels infected patients and those at risk, and makes recommendations for prevention and control of diseases.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year of experience as a counselor, educator or provider of medical services in a program dealing with AIDS, communicable diseases and preventative medicine.

NECESSARY SPECIAL REQUIREMENT: Become, within 6 months of employment, certified by New York State as an HIV counselor and as a venipuncturist.

Possession of a valid New York State driver's license.

SALARY GRADE: 19

ALCOHOLISM COUNSELOR

Work involves outreach, screening, counseling, and referral services for alcoholics. May work in the field, in a clinic, or in an employee counseling program.

MINIMUM QUALIFICATIONS: Registration as a Credentialed Alcoholism Counselor (CAC) by the New York State Division of Alcoholism and Alcohol Abuse in accordance with Section 19.07 (a) (19) of the Mental Hygiene Law.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 16

CLINIC COORDINATOR (DRUG ABUSE)

Supervises, coordinates and administers several programs concerned with substance abuse treatment. Evaluates the effectiveness of existing services, develops and implements new programs, maintains contracts with federal and state agencies regarding licensure for programs.

MINIMUM QUALIFICATIONS: Bachelor's Degree and four years of counseling experience and two years of administrative experience in substance abuse treatment programs.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 25

CLINIC MANAGER

Oversees operations of a drug abuse treatment clinic, coordinates supportive care with clinic programs, trains staff, administers clerical operations, monitors all functions and maintains records.

MINIMUM QUALIFICATIONS: Bachelor's Degree and four years of managerial or counseling experience in a drug treatment facility.

SALARY GRADE: 24

CLINICAL PSYCHOLOGIST

Administers and interprets standardized tests and participates in diagnostic conferences and group therapy sessions in a mental health clinic. Responsibilities include the application of a variety of psychological methods and techniques for the analysis of personality and behavior problems.

MINIMUM QUALIFICATIONS: Possession and maintenance of a Psychologist's license issued by the New York State Department of Education.

SALARY GRADE: 25

DRUG ABUSE EDUCATOR

Formulates and conducts a comprehensive drug education program on a Countywide level. Writes press releases, prepares audio-visual presentations and educational literature, and promotes programs aimed at reducing drug and alcohol abuse.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year experience as a counselor, educator or in a related capacity in an organized program dealing with drug and/or alcohol abuse. Additional education in social work education or counseling can be substituted for experience; additional experience may substitute for two years of education. Must possess a New York State driver's license.

SALARY GRADE: 18

DRUG COUNSELOR

Works directly with drug abusers in an integrated program of detection, admission, monitoring and counseling. Interviews and screens alleged drug abusers and advises abusers regarding other drug related problems.

MINIMUM QUALIFICATIONS: Bachelor's Degree.

SALARY GRADE: 19

INTENSIVE CASE MANAGER

Performs case management in a mental health setting. Work is primarily planning and problem-solving to overcome obstacles faced by clients, e.g., fragmented services, lack of accessibility, etc. Also performs outreach services.

MINIMUM QUALIFICATIONS: Bachelor's Degree and four years of experience providing services to mentally disabled (mental illness, retardation or alcoholism or substance abuse); or Master's Degree in a human services field and two years of the required experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 20

MEDICAL SOCIAL WORKER

Performs professional, medical social casework in conjunction with the treatment of patients for the Department of Health Services. Consults with medical and administrative personnel on policy and procedure relating to the socio-medical aspects of the patient treatment program.

MINIMUM QUALIFICATIONS: Master's Degree in Social Work.

NECESSARY SPECIAL REQUIREMENT: Certification as a Social Worker by the New York State Department of Education. Possession of a valid New York State driver's license.

SALARY GRADE: 21

MENTAL HEALTH ASSISTANT

Works directly with patients having social, emotional and other mentally related dysfunctions. Interviews and screens patients at intake sessions, conducts group psychological tests, acts as a link between the various programs and patients, and maintains related records.

MINIMUM QUALIFICATIONS: Associate's Degree in community service or related social science, or completion of 60 college credits in the above field, or equivalent combination of education.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State driver's license.

SALARY GRADE: 15

PSYCHIATRIC SOCIAL WORKER

Performs professional psychiatric casework in mental health out-patient clinics. Interviews patients having serious mental, emotional and behavioral disturbances and determines appropriateness of application for clinical services. Confers with psychiatrists, psychologists, and other professional persons to discuss diagnoses and treatment of patients.

MINIMUM QUALIFICATIONS: Master's Degree in Social Work, including one year of study in a psychiatric setting.

NOTE: One year of experience as a psychiatric social worker may be substituted for the one year of study in a psychiatric setting.

NECESSARY SPECIAL REQUIREMENT: Must possess and maintain a certificate as a Certified Social Worker issued by the New York State Department of Education and a valid New York State driver's license.

SALARY GRADE: 21

PSYCHIATRIC SOCIAL WORKER - ALCOHOLISM

Performs professional psychiatric casework in both mental health out-patient clinics and institutional settings to rehabilitate individuals whose alcohol abuse problems have impaired personal and social functioning. Interviews patients, evaluates their needs, conducts group therapy and plans and monitors treatment.

MINIMUM QUALIFICATIONS: Master's Degree in Social Work including one year of study in a psychiatric setting including or supplemented by 150 hours of alcoholism specific educational training.

NOTE: One year of experience as a psychiatric social worker may be substituted for the one year of study in a psychiatric setting.

NECESSARY SPECIAL REQUIREMENT: Must possess and maintain a certificate as a Certified Social Worker issued by the New York State Department of Education and a valid New York State driver's license.

SALARY GRADE: 21

SPECIAL EDUCATION COORDINATOR

Acts as liaison within the County providing specialized services for children with developmental delays and coordinates services with other community resources. Plans and develops individual programs for children and monitors their implementation.

MINIMUM QUALIFICATIONS: Master's Degree in Special Education and three years of experience in the field, including one in early childhood special education/intervention; or, Master's Degree in Psychology, Social Work, Nursing, Physical Therapy, Occupational Therapy or Speech Pathology and three years of experience in case management, service delivery or special education.

SALARY GRADE: 23

VOCATIONAL REHABILITATION COUNSELOR

Performs counseling services in planning and guiding the rehabilitation of clients who are vocationally handicapped. Conducts interviews, determines nature of disabilities and eligibility for services and arranges suitable training.

MINIMUM QUALIFICATIONS: Bachelor's Degree and two years of experience in vocational rehabilitation, educational or vocational guidance. Additional education can be substituted for one year of experience. Must possess a New York State driver's license.

SALARY GRADE: 22

HEALTH CAREERS

BACTERIOLOGIST

Determines the existence of pathogens and the extent of bacterial activity in either food, milk and water or body tissues and fluids. Isolates cultures and identifies significant microorganisms deleterious to public health.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Bacteriology, Biochemistry, Biology, or Microbiology. Must have a valid New York State driver's license.

SALARY GRADE: 19

CHEMIST I (PUBLIC HEALTH, PUBLIC WORKS, ENVIRONMENTAL CONTROL)

Performs entry level professional work analyzing samples of materials in specified field. Performs various testing procedures, records findings and maintains equipment.

MINIMUM QUALIFICATIONS: Bachelor's Degree in one of the natural sciences with at least sixteen (16) credits in chemistry including organic chemistry.

SALARY GRADE: 19

FORENSIC SCIENTIST I (CHEMICAL, CRIMINALIST, BALLISTICS, Q.D., SEROLOGY, TOXICOLOGY, AIR POLLUTION, HAZARDOUS MATERIALS)

Performs routine testing on materials, liquids, and/or chemicals pertinent to the field using sophisticated modern laboratory equipment. Issues reports and testifies in legal proceedings.

MINIMUM QUALIFICATIONS: Bachelor's Degree in one of the natural or forensic sciences and two years of professional experience. (Qualifications may vary according to specialization).

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 19-8

LABORATORY AIDE

Performs a variety of limited technical duties in a laboratory. Duties include preparing bacteriological media, readying tissue specimens for microscopic examination, staining tissues, mounting and labeling slides, and cleaning and caring for laboratory equipment.

MINIMUM QUALIFICATIONS: High school diploma

SALARY GRADE: : 6

LABORATORY TECHNICIAN

Performs standard chemical and bacteriological tests in a laboratory. Records test results, assembles data for interpretation and assists technical supervisors in the analysis.

MINIMUM QUALIFICATIONS: Associate's Degree in a physical or biological science; or, high school and two years of technical laboratory experience; or equivalent combination.

SALARY GRADE: 13

PUBLIC HEALTH SANITARIAN TRAINEE

As part of an in-service training program, assists in enforcing provisions of the State Public Health Law and Sanitary Code. May inspect food service establishments, private water supplies, sewage disposal systems, swimming pools, x-ray installations, air pollution control devices, toxic material storage facilities or land fill sites. Also collects water, food and other samples for laboratory examination.

MINIMUM QUALIFICATIONS: Bachelor's Degree including or supplemented by 30 credits in the physical or biological sciences and possession of a valid New York State driver's license.

SALARY GRADE: 16

NUTRITIONIST I

Directs and assists in the planning of a nutrition service program. Ensures programs meet Federal and State guidelines. Provides nutritional counseling to participants, provides consultation and trains staff.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Dietetics or Nutrition and four years experience in community or public health nutrition.

NOTE: Additional education in nutrition may be substituted for experience on a year-for-year basis. An internship approved by the American Dietetic Association may be substituted for one year of the experience.

NECESSARY SPECIAL REQUIREMENT: Eligibility for registration by the American Dietetic Association.

SALARY GRADE: 24

NUTRITION ASSISTANT

Participates in the implementation and monitoring of the federally-funded Women, Infants and Children nutrition program, which provides nutrition education and food to women and children at risk of malnutrition. Primarily concerned with interpreting standards of the program and monitoring the compliance of supermarkets and grocery stores which serve as vendors for the program.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in a client-contact position, in a public or private service agency operating under established criteria for eligibility; additional education may be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 14

PHARMACIST I (CORRECTIONAL FACILITY)

Prepares and dispenses medication, reviews prescriptions for appropriateness, interprets regulations, maintains records.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Pharmacy and possession of a New York State Pharmacist's license.

SALARY GRADE: 24

NURSING

***LICENSED PRACTICAL NURSE

Performs nursing duties in accordance with established practices. Assignments include providing patient care and special feeding, administering medications and routine treatments and performing regular diagnostic and laboratory tests.

MINIMUM QUALIFICATIONS: Possession and maintenance of a valid New York State Practical Nurse's license.

SALARY GRADE: 14

***NURSES AIDE

Performs routine assignments in patient care not requiring the services of a practical or professional nurse. Varied duties include assisting in the monitoring of patients' progress and assisting patients with personal care needs.

MINIMUM QUALIFICATIONS: Completion of six school grades.

NECESSARY SPECIAL REQUIREMENT: Must be listed in the New York State RHCF Nurse Aide Registry.

SALARY GRADE: 9

MEDICAL ASSISTANT

Assists physicians in conducting medical examinations of patients in a health care clinic setting.

MINIMUM QUALIFICATIONS: One year of experience involving assisting with medical treatment or the examination of patients.

SALARY GRADE: 9

CLINICAL NURSE PRACTITIONER

Assists in the implementation and evaluation of nursing care services. The practitioner provides direct patient care, assists in assessing a patient's status, establishes nursing diagnoses and develops nursing care plans.

MINIMUM QUALIFICATIONS: Master's Degree in nursing with specialization in a defined area of practice plus a minimum of two years experience in general clinical nursing including one year experience in the area of specialization; or completion of Nurse Practitioner program and two years of experience as a nurse practitioner.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State Registered Professional Nurse's license.

SALARY GRADE: 26

PUBLIC HEALTH NURSE I

Assesses the nursing care needs of patients and provides skilled care as required. May instruct patients in disease prevention, bedside care, special exercises or other health practices; conducts information classes for expectant parents, makes follow-up visits to homes of discharged patients and participates in community health education programs.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Nursing

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Registered Professional Nurse's license and a valid New York State driver's license.

SALARY GRADE: 21-2

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*****REGISTERED NURSE**

Performs professional nursing services such as providing bedside care to patients, administering medication, assisting in health oriented clinics and maintaining charts and reports on patients' progress.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of nursing.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State Registered Nurse's license. Depending upon assignment, may require a valid New York State driver's license.

SALARY GRADE: 19-2

*****REGISTERED NURSE (JAIL)**

Performs professional nursing services in the treatment and care of jail inmates. Conducts intake interviews with inmates attending clinic sessions, assists physicians and administers medication.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of nursing.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Registered Nurse's license.

SALARY GRADE: 21-2

JAIL MEDICAL ATTENDANT

Provides routine medical and personal care for inmates. Performs technical procedures, assists in conducting examinations, maintains records and reports and may administer medications.

MINIMUM QUALIFICATIONS: Possession of a New York State Practical Nurse's or Registered Nurse's license.

SALARY GRADE: 15

OCCUPATIONAL THERAPY AIDE

Performs routine sub-professional duties assisting elderly and chronically ill patients' participation in a variety of therapeutic activities in accordance with instructions from a therapist.

MINIMUM QUALIFICATIONS: High school diploma and one year experience in arts, crafts, recreation or nurse's aide work; or five years of experience or satisfactory equivalent combination of education and experience.

SALARY GRADE: 10

PHYSICAL THERAPIST ASSISTANT

Assists in treating patients with physical therapy techniques, including massage, heat, water, etc. May train patients in exercises, assist in performing tests and in evaluating patient's progress.

MINIMUM QUALIFICATIONS: Current certification by the New York State Education Department as a Physical Therapist Assistant.

SALARY GRADE: 17

PHYSICAL THERAPIST

Treats physical disabilities, injuries and diseases through the use of therapeutic agents as directed by a physician. Instructs patients on the proper use of orthopedic aids, accompanies Public Health Nurses on home visits to demonstrate treatment and techniques and follows up on patient's progress.

MINIMUM QUALIFICATIONS: Possession of a license to practice Physical Therapy in New York State.

SALARY GRADE: 21

SPEECH THERAPIST

Conducts specialized tests to diagnose and evaluate patient speech disorders; teaches home and hospitalized patients to perform corrective exercises and plans methods of treatment for disorders.

MINIMUM QUALIFICATIONS: Master's Degree in Speech Pathology including 275 hours of supervised clinical experience within the training institution or one of its cooperating programs.

SALARY GRADE: 21

RELATED

***DENTAL ASSISTANT**

Performs para-professional duties to assist Dentists and Dental Hygienists in County operated dental clinics.

MINIMUM QUALIFICATIONS: Completion of a Dental Assistant's course or one year experience as a dental assistant.

SALARY GRADE; 8

FAMILY PLANNING AIDE

Assists medical and nursing personnel in family planning clinic operations and in instructing patients concerning the different methods of birth control. Acts as clinic receptionist, interviews patients and assists in readying them for examination.

MINIMUM QUALIFICATIONS: High school graduation and one year experience working in a public contact position within a health related field.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State driver's license.

SALARY GRADE: 8

*****HOME HEALTH AIDE**

Assists the Public Health Nurses in providing more comprehensive care to the ill and the aged of the County in their homes. Duties include assisting the patient in maintaining personal hygiene, light shopping and homemaking tasks.

MINIMUM QUALIFICATIONS: Must have a valid New York State driver's license.

SALARY GRADE: 8

MEDICAL SERVICES SPECIALIST

Completes medical and social assessments to determine needs of potential home care and/or long term home care clients and monitors quality of home care services rendered by provider agencies. Reviews medical reports to determine the nature and appropriateness of medical care requested and to evaluate conformity with established departmental policies and procedure.

MINIMUM QUALIFICATIONS: Bachelor's Degree, plus two years of home health care experience in nursing and/or the review of home health care services for medical necessity. Experience must be within last ten years.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license. Possession of a New York State Registered Nurse's license.

SALARY GRADE: 21-2

PUBLIC HEALTH AIDE

Performs work of a para-professional nature in assisting nursing personnel in a health clinic setting. Duties encompass many facets of patient care including scheduling appointments, taking temperature and blood pressure, and entering pertinent data into patient medical records.

MINIMUM QUALIFICATIONS: None

SALARY GRADE: 6

***HOMEMAKER**

Performs normal household duties in homes where illness, absence or incapacity of the parent seriously threatens the unity and well-being of the family. Supervises and gives physical care to the children of the home and confers periodically with social workers about specific objectives for the family situation.

MINIMUM QUALIFICATIONS: Ability to read and write and home-making experience which would indicate ability to do the work.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license.

SALARY GRADE: 10

HANDICAPPED SERVICE AIDE

Assists in providing services and information to the handicapped community. Provides information concerning services and acts as liaison between handicapped persons and municipal agencies.

MINIMUM QUALIFICATIONS: High school and two years experience in delivering health, social, education, recreational or community services.

SALARY GRADE: 10

SOCIAL SERVICES

SOCIAL SERVICES EXAMINER I

Determines financial eligibility of applicants for the various programs administered by the Department of Social Services. Interviews applicants, reviews and evaluates applications and computes budgets for individuals.

MINIMUM QUALIFICATIONS: High school diploma and two years experience in examining, investigating, or evaluating claims for assis-

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tance, veterans' or unemployment benefits, insurance or similar program operating under established criteria for eligibility.

NOTE: Additional education may be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 16

SOCIAL SERVICES EXAMINER I (SPANISH SPEAKING)

Determines financial eligibility of applicants for the various programs administered by the Department of Social Services. Interviews applicants, reviews and evaluates applications and computes budgets for individuals.

QUALIFICATIONS/EXPERIENCE: Same as above.

NOTE: All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 16

ASSETS ANALYST TRAINEE

Performs entry level technical work evaluating the existence and value of real and personal assets of social service clients in order to defray the cost of public assistance. Investigates assets, verifies financial resources, assists in selling department-owned properties and in preparing real property appraisals.

MINIMUM QUALIFICATIONS: High school diploma plus three years of analytical, technical or investigative experience in financial administration, accounting, insurance claims, real estate, law or related fields. Relevant education may be substituted for experience up to a maximum of one year.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 17

CASEWORKER TRAINEE

Performs entry level professional social work while receiving on-the-job training. Identifies need for services and available resources, reviews case records to formulate a plan of services provided.

MINIMUM QUALIFICATIONS: Bachelor's Degree.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 17

CASEWORKER TRAINEE (SPANISH SPEAKING)

Performs entry level professional social work while receiving on-the-job training. Identifies need for services and available resources, reviews case records to formulate a plan of services, provides counseling and may make home visits to monitor the effectiveness of services provided.

MINIMUM QUALIFICATIONS: Bachelor's Degree. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 17

CHILD SUPPORT SPECIALIST I

Conducts investigations and collects child support payments from individuals legally responsible for the support of dependents. Obtains voluntary or court ordered agreements, accepts and monitors payments, refers delinquent accounts for appropriate legal action and maintains files and reports.

MINIMUM QUALIFICATIONS: Completion of sixty (60) credits from an accredited college or university and one year experience investigating or collecting debts, maintaining financial records, or interviewing.

NECESSARY SPECIAL REQUIREMENT: Candidate must be bondable, must possess and maintain a valid New York State driver's license, and must obtain and maintain a New York State Notary Public License.

SALARY GRADE: 17

CHILD SUPPORT SPECIALIST I (SPANISH SPEAKING)

Conducts investigations and collects child support payments from individuals legally responsible for the support of dependents. Obtains voluntary or court-ordered agreements, accepts and monitors payments, refers delinquent accounts for appropriate legal action and maintains files and reports.

MINIMUM QUALIFICATIONS: Completion of sixty (60) credits from an accredited college or University and one year of experience in investigating or collecting debts, maintaining financial records, or interviewing. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Candidate must be bondable, must possess and maintain a valid New York State driver's license at the time of appointment, and must obtain and maintain a New York State Notary Public License.

SALARY GRADE: 17

SUPPORT INVESTIGATOR I

Conducts investigations to determine the location and financial status of individuals legally responsible for the support of social service recipients. Verifies the absence of a legally responsible relative, locates the individual, determines the financial status to obtain reimbursement of funds for a social service agency and compiles information for court action.

MINIMUM QUALIFICATIONS: High school diploma and two years of investigative or interviewing experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 17

- * No examination is required for this position. Apply directly to the Suffolk County Department of Health Services or Department of Social Services.
- ** No examination is required for this position. Apply directly to the department in which you wish to work.
- *** This position does not require a written examination for employment. Candidates may apply directly to the Suffolk County Department of Health Services, Nursing Division, 225 Rabro Drive, Hauppauge, New York 11788.

APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any competitive job title they may be interested in, whether or not an examination is currently scheduled; applications are then held in file and candidates are notified when the examination for the title is scheduled.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge office of the Suffolk County Department of Civil Service and at our Riverhead Information Center at the County Center, Riverhead. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$25 fee per application is required for most competitive examinations. Applications for these periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, affect the length of time an eligible list remains in existence. An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence.

If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the civil service process and employment in the civil service system. We look forward to serving you.

Suffolk County
Department of Civil Service
725 Veterans Memorial Highway, P.O. Box 6100
Hauppauge, NY 11788-0099
Tel. No. (631) 853-5500

AN EQUAL OPPORTUNITY EMPLOYER

SUFFOLK COUNTY FRINGE BENEFITS

VACATION

2 weeks paid vacation during the first year

HOLIDAYS

12 per year

LEAVE WITH PAY

4 personal days per year

SICK LEAVE

13 days per year

HEALTH AND DENTAL INSURANCE

OPTICAL AND PRESCRIPTION DRUG PLANS

BLOOD PROGRAM

DISABILITY AND LIFE INSURANCE

LEGAL SERVICES FUND

NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM COVERAGE

DEFERRED COMPENSATION PLAN

TUITION REIMBURSEMENT

Available after 1 year of service

Department of Civil Service
Building #158, North Complex
725 Veterans Memorial Highway
Smithtown, NY 11787-0099

